

## **COAST AND FOREST EDUCATION**

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### **Reasonable Adjustment Policy**

Date last updated: 16.11.21

Next update: 16.11.22

Coast and Forest Education believes that a learner's individual characteristics and work situation must be considered to provide the appropriate access to training and assessment.

Coast and Forest Education will endeavor to review individual needs with learners upon registration/attendance. Where a learner has been identified as requiring additional support Coast and Forest Education will agree an Individual Learning Plan and will provide appropriate advice, guidance and support to those Learners identified as having special assessment needs.

Where required Coast and Forest Education will make reasonable adjustments to assessment which may include (but not be limited to);

- Allowing additional time to complete written tests/tasks
- Offering the use of a scribe for written tests
- Accepting verbal responses to written questions (these must be recorded)
- Allowing the use of transcribed materials to prepare/support a learner for assessment
- Use of visual aids (e.g., videos) to support formal questions (e.g., to identify different medical conditions)
- Allowing the use of a translator (including sign language) to prepare/support a learner through assessment.
- Changing the layout or venue of the assessment area to allow access

Any adjustments made will ensure that the assessment criteria are still met and that awarding organisation standards are upheld.

Where the Centre is unable to agree reasonable adjustments, we will contact the awarding organization for further advice and guidance.